MHEC

Creating a state of achievement

**Maryland Higher Education
Outreach and College Access Program
(MD-HEOCAP)**

Request for Proposals

(FY 2018)

Proposals Due Date: **(BOTH Electronic & Hard Copies)**
Wednesday, April 25, 2018
NO LATER THAN 4:00 p.m.

This page left intentionally blank.

Table of Contents

SUMMARY TIMETABLE

Request for Proposals Issued	March 23, 2018
Technical Assistance Webinar	April 4, 2018 11:00 a.m. to 12:00 p.m. RSVP to benee.edwards@maryland.gov Please RSVP by April 2, 2018
Applications Due by 4:00 p.m. to MHEC	April 25, 2018
Initial Award Notifications (via email, no later than 12 midnight)	June 8, 2018
Grant Project Start Date	June 18, 2018
First Payment - 50% of Award Funds	June 2018
Project Director's Conference Call/Meeting	November 2018
Interim Progress Report Due	January 19, 2019
Release Remaining 50% of Grant Award Funds	January 2019
Grant Project End Date	July 18, 2019
Final Narrative, Data and Financial Reports Due (Any unspent grant funds returned at this time).	October 19, 2019

Please RSVP for the Technical Assistance Webinar to benee.edwards@maryland.gov by April 2, 2018.

Submit Proposals to:
Dr. Beneé Edwards
Outreach and Grants Management
Maryland Higher Education Commission
6 North Liberty Street, 10th Floor
Baltimore, MD 21201

**Maryland Higher Education Outreach and College Access Program
Request for Proposals**

BACKGROUND

The Maryland Higher Education Outreach and College Access Program (MD-HEOCAP) was established By Chapters 200/201 of the Acts of 2015 (Section 11-1101, Education Article, Annotated Code of Maryland). MD-HEOCAP is a State grant program that provides funding to college access focused nonprofit organizations to enhance college and career awareness and college completion for low-income Maryland high school students. The program supports and aligns with Maryland's college access and completion goals as defined in the State's 2017-2021 State Plan for Postsecondary Education, and the *College and Career Readiness and College Completion Act of 2013* *http://mgaleg.maryland.gov/webmga/frmMain.aspx?pid=billpage&stab=02&id=sb0740&tab=subject3&ys =2013rs). Maryland has taken some steps to move the State forward with enhancing college and career awareness and college completion. In 2012, the Maryland General Assembly established in statute a statewide completion goal that 55% of adult Marylanders will hold an associate or bachelor's degree by 2025.

Through this grant, funds are provided to college access focused nonprofits to carry out statewide outreach efforts on college access and completion. These outreach efforts are to support and encourage low-income high school students to attend and complete college.

MARYLAND HIGHER EDUCATION OUTREACH AND COLLEGE ACCESS PROGRAM

Program Summary

PURPOSE

The overarching goal of the Maryland HEOCAP Grant is to:

- Encourage low-income Maryland high school students to attend and complete college;
- Connect potential college and university students with nonprofit organizations that have a history of successful higher education outcomes for low-income high school students;
- Create a matching fund for nonprofit organizations to increase outreach efforts for low-income students;
- Provide funding for nonprofit organizations that are established in the community as organizations that carry out outreach efforts to encourage college enrollment for low-income students;
- Track Maryland high school students from high school to college; and
- Enhance and increase college and career awareness.

ELIGIBLE APPLICANTS

501(C)(3) Nonprofit Organizations that have been in existence for five or more consecutive years meeting the following minimum criteria:

- Located in Maryland;
- Have established partnership(s) with a local school system or higher education institution;
- Provide college access activities, communication, and services with a proven track record of success; and
- Offer services to enhance and increase college access and completion for low-income 11th and 12th grade Maryland high school students.

GRANT PERIOD
June 18, 2018 through July 18, 2019

AWARD AMOUNT

The maximum grant award is up to $42,000. Six or more awards are anticipated.

Fundable Items

Examples of fundable activities include:

- Marketing materials, brochures, forms, letters, and other outreach materials for students;
- Social Marketing Campaign;
- Efforts to increase parental involvement;
- Personnel travel costs to events to carry out outreach efforts for low-income 11th and 12th-grade students; and
- Postage

Include all planned activities and expenditures in the proposal for pre-approval.

Required Match

Nonprofit organizations are required to provide one-to-one matching funds equal to the funds requested. For example, if the total asking amount is $20,000 in grant funding, organizations are required to match with $20,000. Include the match in the proposal budget.

Assurances   (required - no points)

Each grant application must include a Statement of Assurances signed by the CEO or President.

APPLICATION FORMAT & DELIVERY INSTRUCTIONS

General Format Requirements

- 8-1/2 by 11-inch page (letter size)
- Arial, Times New Roman, Calibri or similar font type
- 12 point font for text, tables may use 10 point font
- Single spaced
- One-inch margins
- Include the following, though no points are awarded for these:
    - Application Cover Sheet (use the form in Appendix B)
    - Abstract (use form in Appendix B; 250 words or less)
    - Resumes for key personnel
- Narrative maximum of 10 pages, numbered. Page number count excludes cover sheet, abstract, budget summary, budget narrative, resumes, and appendices

Application Components

All applications should include the following components, in this order. Use appropriate forms when provided.

Cover Page

The Application Cover Page is provided in Appendix B. The contact information and the original signature of the authorizing official (e.g. CEO, President) are required.

Abstract

The Abstract Form is provided in Appendix B.

Problem Statement and Scope

Describe the outreach strategies that will be carried out for the Maryland Higher Education Outreach and College Access Program. Include a description of your organization's prior work with college access and completion for low-income 11th and 12th grade Maryland high school students. Also, include an overview of your Memorandum of Understanding or contracts with local school systems and higher education institutions. Also, include supporting data about your target student population(s).

Project Goals, Benchmarks, and Outcomes

All applications must demonstrate their organization's contribution to the overarching goal to encourage low-income Maryland high school students to attend and complete college. The application must also include the goals listed below.

Goal 1: Students will demonstrate a greater awareness of postsecondary opportunities and college admission requirements through surveys and/or pre- and post-assessments.

Goal 2: Students will demonstrate a greater awareness of the FAFSA and financial aid through surveys and/or pre- and post-assessments.

Operations Plan

Describe your detailed plan of action for implementing your project, including a projected timeline for all major project activities and milestones.

Management Plan

Provide a brief bio and current job title for the management team that will be involved in your project. Also, include a summary of the management team's roles and responsibilities.

Project Evaluation

Describe the formative and summative evaluation methods you plan to use to evaluate your progress and outcomes. Grantees will be required to report the number of students served, the number of students who applied to college, and the number of students who enrolled in college. Evaluation results are reported in the annual and final project reports.

Budget

Prepare a project budget using the form provided in Appendix B.

Budget Narrative

Prepare a budget narrative that details expenditures and explains related costs for each budget category.

Application Submission

The **original application and four (4) hard copies** must be delivered by 4 p.m. on April 25, 2018. Applications may be delivered in person or by mail, but must arrive no later than the deadline indicated.

Deliver to:
Dr. Beneé Edwards
Outreach and Grants Management
Maryland Higher Education Commission
6 North Liberty Street, 10th Floor
Baltimore, MD 21201

An electronic copy of the application and budget must be submitted to benee.edwards@maryland.gov. by 4 p.m., April 25, 2018. ***Submit a copy of the abstract as a Microsoft Word document.***

Proposal Review and Evaluation

A panel of qualified reviewers will read each application and score each according to the grant selection criteria. At least four reviewers will review each application. Reviewers may be from Maryland or other states and will have suitable qualifications to review the applications. Reviewers provide constructive written comments to share with applicants. Reviewers may recommend project adjustments, including budgetary changes. The Secretary of Higher Education (or designee) approves all funding recommendations. In the final awarding process, geographic distribution along with reviewer recommendations is considered. If a grant recipient has materially failed to comply with the terms of a previous MHEC grant or has outstanding grant requirements from prior MHEC grants, they may be disqualified as an applicant.

Each proposal will be evaluated by the review panel as follows:

Proposal Scoring Rubric

Category	Maximum Points
Problem Statement and Scope	10
Project Goals, Benchmarks, and Outcomes	15
Operations and Management Plans	40
Project Evaluation	20
Budget and Budget Narrative	15
Total	**100**

NOTIFICATION OF AWARD

Awards will be announced on June 8, 2018, by midnight via email. Formal award documents are issued once the final grant project and award are mutually agreed to by the grantor and grantee.

FISCAL PROCEDURES

All funds under this program must be assigned to a specific account. MHEC disburses grant payments in two increments, 50% at the beginning of the grant cycle and 50% after the interim report is approved. Expenditures exceeding authorized budget amounts are the responsibility of the recipient.

APPENDIX A

1. POST-AWARD CHANGES

The grant recipient shall obtain prior written approval for any change to the scope of the approved project. To request changes, request a project amendment from MHEC's Office of Outreach and Grants Management. The request must include an explanation of the specific programmatic changes and revised budget, as applicable. If project activity dates have changed significantly since the application submission, you must submit a revised calendar of activity dates.

The grant recipient must also obtain prior written approval from MHEC's Office of Outreach and Grants Management to:

1. Continue the project during any continuous period of more than three (3) months without the active direction of an approved project director;
2. Replace the project director (or any other persons named and expressly identified as key personnel in the application) or to permit any such person to devote substantially less effort to the project than was anticipated when the grant was awarded;
3. Make changes resulting in additions or deletions of staff and consultants related to or resulting in a need for budget reallocation; and
4. Make budget changes exceeding $1,000 or 10% in any category, whichever is greater.

2. PROJECT CLOSEOUT, SUSPENSION, TERMINATION

Closeout: Each grant shall closeout promptly as feasible after expiration or termination. During closeout, the following shall be observed:

- The grant recipient shall immediately refund, in accordance with instructions from MHEC, any unobligated balance of cash advanced to the grant recipient; and
- The grant recipient shall submit all financial, performance, evaluation, and other reports required by the terms of the grant by the due dates spelled out in this RFP.

The closeout of a grant does not affect the retention period for State and grantor rights of access to grant records.

Suspension: When a grant recipient has materially failed to comply with the terms of a grant, MHEC may, upon reasonable notice to the grant recipient, suspend the grant in whole or in part. The notice of suspension will state the reasons for the suspension, any corrective action required of the grant recipient, and the effective date. Suspensions shall remain in effect until the grant recipient has taken action satisfactory to MHEC or given evidence satisfactory to MHEC that such corrective action will be taken or until MHEC terminates the grant.

Termination: MHEC may terminate any grant in whole or in part at any time before the date of expiration, whenever MHEC determines that the grant recipient has materially failed to comply with the terms of the grant. MHEC shall promptly notify the grant recipient in writing of the termination and the reasons for the termination, together with the effective date.

The grant recipient may terminate the grant in whole or in part upon written notification to MHEC, setting forth the reasons for such termination, the effective date, and, in the case of partial terminations, the portion to be terminated. However, if in the case of a partial termination, MHEC determines that the remaining portion of the grant will not accomplish the purposes for which the grant was made; MHEC may terminate the grant.

Closeout of a grant does not affect the right of MHEC to disallow costs and recover funds due to a later audit or review, nor does closeout affect the grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions.

3. RECORDS

A grant recipient shall retain the following records for a period of five (5) years after the completion of the grant project:

- Records of significant project experience and evaluation results; and
- Records that fully show amount of funds under the grant, how the funds were used, total cost of projects, all costs and contributions provided from other sources, and other records to facilitate an effective audit.

4. REPORTING REQUIREMENTS

To ensure accountability and sound fiscal management, MHEC's Office of Outreach and Grants Management serves as the State monitor of grant activities. In addition to requiring interim and final reports, MHEC staff may conduct site visits, undertake telephone interviews, or request written materials for this purpose.

A. INTERIM REPORT

Interim report forms are on MHEC's website (*http://www.mhec.state.md.us/institutions_training/Pages/grants/heocap.aspx*) at least one month before the report due date. Interim reports include project narrative, data, and budget sections that include but are not limited to:

- Responses to questions posed on the interim report form (e.g., progress to date, whether the project on track with original timeline, challenges encountered);
- Evidence that the project is progressing sufficiently to continue (students' progress);
- Project data including the number of students served and outreach activities and services provided; and
- The budget report showing grant expenditures and remaining budget in each line item of the original accepted budget application. Grantees should keep records indicating how funds are expended, the total cost of project activities, the share of the cost provided from other sources, and any other relevant records to facilitate an effective audit. Such records should be held for five (5) years after the grant ends. Any unspent grant funds must be returned with the final fiscal report.

B. FINAL REPORT

Final report forms are on MHEC's website *http://www.mhec.state.md.us/institutions_training/Pages/grants/heocap.aspx* at least one month before the report due date. Final reports include project narrative, data, and budget sections that include but are not limited to:

- Responses to questions posed on the final report form (e.g., accomplishments, project goals, and benchmarks met, challenges encountered);
- Organizational plans for project sustainability;
- Project data including the number of students served and outreach activities and services provided; and
- The budget report showing grant expenditures and any remaining funds in each line item of the original accepted budget application. Grantees should keep records indicating how funds are expended, the total cost of project activities, the share of the cost provided from other sources (in-

kind or otherwise), and any other relevant records to facilitate an effective audit. Such records should be held for five (5) years after the grant ends. Any unspent grant funds must be returned with the final fiscal report.

Final reports must be submitted by the deadline. Grantees who do not submit a final report are not eligible to apply for future grants.

5. ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER

An acknowledgment of the Maryland Higher Education Commission must appear in any publication of materials based on or developed under this project. Materials must also contain the following disclaimer:

"Opinions, findings, and conclusions expressed herein do not necessarily reflect the position or policy of the Maryland Higher Education Commission, and no official endorsement should be inferred."

All media announcements and public information pertaining to activities funded by this grant program should acknowledge support of the Maryland Higher Education Commission.

At such time as any article resulting from work under this grant is published in a professional journal or publication, two reprints of the publication should be sent to the Maryland Higher Education Commission Office of Outreach and Grants Management, and clearly labeled with appropriate identifying information.

APPENDIX B

APPLICATION FORMS

- Assurances
- Abstract
- Cover Sheet
- Budget Summary
- Budget Narrative (example format)

ASSURANCES

The Applicant hereby affirms and certifies that it will comply with all applicable regulations, policies, guidelines, and requirements of the Maryland Higher Education Commission (MHEC) and the State of Maryland as they relate to the application, acceptance, and use of Maryland Higher Education Outreach and College Access Program funds in this project. Also, the Applicant affirms and certifies that:

1. It possesses legal authority to apply for the grant; e.g., an official act of the applicant's governing body has been duly adopted or passed, authorizing filing of the application, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the application and to provide such additional information as may be required.

2. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.

3. It will comply with the provisions of the Americans with Disabilities Act and any and all amendments to the ADA.

4. It will expend funds to supplement new and/or existing programs and not use these funds to supplant non-grant funds or for any purpose other than those specified in this grant.

5. It will participate in any statewide assessment program or other evaluation program as required by the MHEC.

6. It will give the MHEC and/or a representative from the Office of Legislative Audits, through any authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the grant. It will maintain all records pertaining to this grant for a period of five years.

7. It will comply with all requirements imposed by the MHEC concerning special requirements of law and other administrative requirements.

Organization: _____

_____
Signature of Authorized Official   (President, VP level, or above)   Date

_____
Name and Title, Printed

Project Title:

Nonprofit Organization:

In 250 words or less, describe (for an educated general audience) your project activities. (Note that this may be reproduced as is or edited by Commission staff for inclusion in press releases and other publications describing the grant program.)

MARYLAND HIGHER EDUCATION COMMISSION

Maryland Higher Education Outreach and College Access Program
Request for Proposals

Application Cover Page

Organization: _____

Project Title: _____

Project Director: _____

Organization Telephone: _____ Email:_____

Organization Mailing Address: _____ _____

_____

Office Contact, Name & Title (post award): _____

Organization Telephone: _____Email: _____

Organization Mailing Address:_____

_____

Finance or Business Office Contact, Name & Title: _____

Organization Telephone: _____ Email:_____

Organization Mailing Address: _____

Certification by authorizing official (President, VP level or above):

Name: _____ Title: _____

Signature: _____

Maryland Higher Education Outreach and College Access Program State Grant

BUDGET SUMMARY (use this Excel format)

Nonprofit Organization: _____

Project Title: _____

SOURCE OF FUNDS				
	COLUMN 1 **Grant Funds REQUESTED**	COLUMN 2 ****Organization CONTRIBUTION**	COLUMN 3 *****OTHER CONTRIBUTION**	COLUMN 4 **TOTALS**
A. Salaries & Wages Professional Personnel				
[List each by name followed by title in brackets]				
1				
2				
3				
4				
Other Personnel (list categories & # of each in brackets)				
5. [ ]				
6. [ ]				
7. [ ]				
8. [ ]				
Total Salaries and Wages				
B. Fringe Benefits				
C. Travel				
D. Equipment				
1				
2				
E. Materials and Supplies				
F. Consultant and Contractual Services				
G. Other (specify)				
1				
2				
H. Total Direct Costs (A through G)				
I. Total Indirect Costs (max. 8% of H)				
J. Total (H and I)				

*Include all grant-funded expenses.

***Include any contributions from other partners in the grant project in this column.

Budget Narrative (please include an itemized description of each budget line above).

BUDGET NARRATIVE (use this format)

Provide a detailed description of each expenditure in the budget summary spreadsheet. The description should include how the budget amount was computed as well as provide a clear description of the purpose of the expenditure relative to the project proposed in the grant application. *Refer to the budget narrative example below as a model.*

A. Salaries & Wages
1. Nathaniel Chase [Project Director] will spend 50% of his time on project activities during 2016-15 academic year. Maryland Nonprofit requests the cost to pay the salary. ($45,000 x .50/percent = $22, 500).

2. Jo Daniel [Program Manager] will spend 40% of her time on project activities during the program period. Salary in the amount of $14,400 is requested. ($36,000/annual salary x .40/percent = $14,400)

3. Administrative Assistant: to be hired. $8.00/hour x 5 hours/week x 36 weeks Request = **$1,440**.

B. Fringe Benefits
Fringe benefits for Nathaniel Chase and Jo Daniel are provided and calculated at 18% $22,500 + 14,400 x .18 = **$6,642**

C. Travel
Travel for program manager to offsite meetings and events with for outreach
Request = $0.54 cents per mile x 10 trips x 30 miles/trip = **$162.00**

D. Equipment
No equipment requested.

E. Materials and Supplies
Guide to Succeeding in College (book) for students' to use during orientation, Request - $20/per book x 50 students = **$1,000**

G. Other
Information brochures on the enrollment program,   5,000 x .63 = **$3,150**.
Postage for direct mail, 5,000 X .44 = **$2,200**

H. Total Direct Costs – sum total costs by column for requested funds and institutional match.

I. Indirect Costs – Eight percent of total project cost may be claimed as matching fund/organizational contribution; no indirect cost will be paid by the grant.

J. Total Cost – total by column/ fund type

This page left intentionally blank.